

Staff Duty Instructions

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Staff Duty Officer (SDO) and SDNCO Specific Instructions

1. Tour of Duty

Soldier	Weekday	Weekend
SDO/SDNCO	0900-0900hrs	0900-0900hrs
Runner	0900-0900hrs	0900-0900hrs

2. Initial Briefing:

- a. Initial briefings for SDO/SDNCO will occur Monday through Friday at 0845hrs the day of duty. Additionally, SDO/SDNCO will check-in with the Fires Brigade Rear Detachment Commander, LTC Miller (449-3191) NLT 1700hrs for additional instructions.
- b. Personnel scheduled to perform duty on a Weekend/Holiday will report for an initial briefing prior to 1500hrs the last duty day prior to the weekend/holiday. Staff duty personnel will receive a detailed backbrief by their out-going staff duty counter-part on significant events that occurred during the previous tour of duty. The completed DA Form 1594 will be submitted to the CSM on weekdays and to the oncoming SDO/SDNCO on weekends/holidays.

3. Place of Duty:

The SDO/SDNCO/duty driver will be in the 1-21 FA Bn HQ located at Bldg 12001. Staff Duty personnel will not leave the First Brigade Area except on official business. The SDO/SDNCO will man the front desk at all times unless conducting official business. The uniform for duty personnel is ACUs.

4. Initial Actions upon assuming Duty:

- a. The SDO/SDNCO and runner will be present for a joint tour of duty briefing upon assumption of duty at 0845hrs. The SDO/SDNCO will meet face to face with his runner at 0830hrs to ensure all are present, have read the Staff Duty Instructions and have signed in for their tour of duty.
- b. Sign-in on DA Form 1594 upon assumption of duty as SDO/SDNCO/runner. The SDO/SDNCO will print their name and sign the bottom of each page of the 1594 log journal as well as each page of their inspection checklists. The SDO/SDNCO will also annotate on the initial entry of the log journal that the face to face briefing between SDO/SDNCO/runner occurred.
- c. Read Instructions and all enclosures in the Staff Duty Instruction Book. Accomplishment of this action will be annotated on the DA Form 1594.
- d. Read and follow staff duty checklists (see enclosure 4).
- e. The SDO/SDNCO will telephonically check-in with the Division Operations Center (DOC) and record the rank and name of the Field Officer of the Day (FOD) in the duty log.

5. Runner Instructions:

The duty runner's place of duty is at the Staff Duty desk. He will take instructions from the SDO/SDNCO. The runner may be used for distribution runs or other authorized errands with proper authorization from the SDO/SDNCO. The duty driver will log his whereabouts during errands in the Staff Duty Journal.

6. Barracks Visitation.

IAW Phantom Six Command Policy Letter CSM-02 dated 11 Feb 02, visits by non-resident guests to soldiers residing in the barracks are permitted only during the following time periods:

PERIOD OF WEEK	TIME PERIOD
Duty days before duty days	1700-2200hrs
Duty days before non duty days	1700-2400hrs
Non duty days before non duty days	1200-2400hrs
Non duty days before duty days	1200-2200hrs

Visits made during any other time period other than that listed above is not permitted.

- (a) 1-21 FA, 2-20 FA, and 589th BSB Soldiers who have guests in the barracks will personally log-in the guest upon their arrival into the visitor log book at the Battalion Staff Duty Desk. HHB/Brigade, A/26 FA, and 324 NSC Soldiers who have guests in the barracks will personally log in the guest upon their arrival into the visitor log book at the Brigade Staff Duty Desk. Upon departure of the guest the soldier the soldier will personally log-out the guest in the visitors log book. Soldiers who fail to log-in or log-out guests are subject to losing this privilege, administrative action, or punishment under UCMJ.
- (b) Visits by non-resident guests to soldiers residing in the barracks are permitted only as indicated below:
 - Any non-military visitor below the age of 18 who is not a member of the soldier's immediate family (e.g. brother, sister) must be accompanied by a legal parent or guardian at all times.
 - Visitors must be sponsored and escorted at all times. The sponsor will ensure their visitors comply with all barracks policies, respect the privacy rights of other soldiers, and do not engage in loud, dangerous or otherwise disorderly conduct while visiting the barracks. The sponsor is responsible for the visitor.
 - If any soldier residing in the room requests that the visitor(s) leave, the soldier(s) being visited will require the visitor(s) to leave.

- Only authorized solicitors will be allowed to visit with service members. Salesmen, military or civilian are not authorized in the billets. Authorized solicitors are listed in Chapter 10: (Commercial Solicitation) of the Fires Brigade SDO Book. Unsolicited visitors are prohibited (e.g. un-invited salesman).
- (c) The SDO/SDNCO will conduct routine checks of the Fires Brigade area. Accordingly any leader/Staff Duty personnel may request to inspect a soldiers' room if they feel the situation warrants it. This authority should be used sparingly and judiciously, as we want the soldiers to have a semblance of privacy, as we would all expect in our quarters.
 - (d) The SDO/SDNCO will inspect the visitor's logbook at the end of the visitation period and identify guests not yet logged out. The SDNCO will contact the soldiers that have not cleared their guests and direct them to comply with the visitation policy. Visitors will be asked to leave. The log will be annotated accordingly.

(2) Conduct. The standard in the barracks remains good order and discipline. Our standard is to ensure that Soldiers have every opportunity to enjoy their off duty time within the confines of good judgment. Every opportunity for relaxation and privacy should be afforded. However, appropriate supervision is required by designated duty personnel and the chain of command to ensure that conduct remains in the "band of excellence," to ensure that laws and regulations are followed, and to ensure that all are treated with dignity and respect.

(3) Alcohol Use in the Barracks.

- (a) Normally, there will be no restrictions on types or amounts of alcohol soldiers may possess in the barracks room provided they are 21 years or older. In no way does this policy encourage the use of alcohol, but it is only an effort to afford the same privileges as counterparts residing off post and in government quarters.
- (b) Commanders may restrict soldiers from possessing alcohol in the billets based on alcohol or drug related incidents or if a soldier demonstrates a pattern of irresponsible behavior. Soldiers must be counseled in writing on why the privilege was taken, how long the restriction will be imposed and conditions required to regain the privilege.

(4) Cohabitation. Cohabitation is strictly prohibited. Visitors may not take up even a short term residence in the barracks. Overnight visits are prohibited.

(5) Area Maintenance. After hours details or “Hey-you” details are prohibited.

(6) Barracks Checks. Rooms and common areas will be checked to ensure standards of cleanliness, security, functionality and safety are met. Normally, these checks are performed as necessary to ensure standards are maintained and leaders know how their soldiers are living. These checks may be performed as frequently as once per day. These checks do not have to be “approved” by any designated rank or be on the training schedule, but will respect privacy.

7. Leader Visitation Requirements

Unit leaders (Rear Detachment OICs/NCOICs) will visit the unit area on all weekends and holidays. 1SG’s will supplement this with “Leader checks” on a daily basis. The purpose of leader visits is to ensure:

- Soldier care
- Noise discipline
- Proper maintenance of unit areas
- Security
- Compliance with unit policies
- Maintenance of general good order and discipline of the unit

Leaders will notify their BN Staff Duty of their visit and direct them to annotate their findings in the SDNCO journal. Leaders will also review the visitors log and ensure compliance with Division and Fires Brigade policies. The SDNCO should receive a short back brief from visiting leaders and provide any observations made of their specific unit during the tour of duty. The SDNCO will then log them out. Leaders conducting Command Presence for HHB will check in with the Fires Brigade Staff Duty.

8. Military Courtesy

Military Courtesy is paramount to any successful organization. The SDO will come to the position of attention immediately upon being addressed by any commissioned officer higher in rank. The SDNCO and runner will come to the position of attention immediately upon being addressed by any commissioned officer. They will come to the position of Parade Rest when being addressed by any senior NCO.

If the Field Officer of the Day (FOD) visits the Fires Brigade area call the Brigade to attention (If the 1-21 FA Commander has left for the day). Escort the FOD in the area.

9. Completion of DA Form 1594:

The DA Form 1594 (Daily Staff Journal) will be used to record all events during the tour of duty. The SDO/SDNCO is responsible for maintaining the journal. All entries will be block printed or typed, and will include concise information and all actions taken concerning an event. The SDO/SDNCO WILL REVIEW AND SIGN THE LOG prior to relief from duty at 0900 hrs. The SDO/SDNCO will print their name and sign the bottom of each page of the 1594 log journal and the bottom of each inspection checklist.

10. KEY CONTROL:

The SDNCO will use DA Form 5513-R to inventory; sign for, and control all keys located in the safe. Results of this inventory will be noted on the 5513-R and in the staff duty journal.

14. Telephone Control:

The Staff Duty telephone is to be used for **OFFICIAL BUSINESS ONLY**. To answer the telephone, lift the receiver and speak in the following manner: **FIRES BRIGADE, THIS IS (RANK-LAST NAME), SPEAKING. THIS LINE IS UNSECURE. HOW MAY I HELP YOU SIR OR MA'AM?**

16. POV Control/Checks:

Twice during the hours of darkness (once before midnight and once after midnight) the SDO or SDNCO must do a POV parking area check in the parking lots surrounding Fires Brigade Area. This includes the parking lot immediately behind 1-21 and 2-20 FA HQ, the parking lots adjacent to the motor pools, and the parking lot near BLDGs 14020 and 14022. Specifically the SDO/SDNCO will look

for signs of potential vandalism, challenge individuals lingering in the area and ask them to leave. He will enter all checks in the duty log.

20. Noise Control:

a. The SDO/SDNCO will be alert for loud stereos, particularly from POVs. The Garrison policy is that noise from stereos should not exceed 30 feet (Fort Hood 190-5). The exception to this is barracks rooms in which the volume should not exceed a distance of 10 feet from the room. Excessive noise will be immediately corrected and noted the time and name of the person making the disturbance. III Corps Policy Letter MSC -02 outlines and mandates the following quiet time

PERIOD OF WEEK	TIME PERIOD
Duty days before duty days	2200-0500 hrs
Duty days before non-duty days	2400-0800 hrs
Non Duty days before non-duty days	2400-0800 hrs
Non Duty days before duty days	2200-0500 hrs

b. Between the hours of 2300 and 0400 the SDO or SDNCO will check the Fires Brigade billets area. Any soldiers that are making excessive noise will be ordered to cease and will be reported on the Staff Duty Journal.

21. Detained Personnel:

Receipt for detained individuals from the MPs or Civilian police is the sole responsibility of the respective Battalion. The SDO/SDNCO will call the Rear Detachment Commander or NCOIC to notify them of the individual, where the Soldier is being detained and if possible the reason(s) for detention. The SDO/SDNCO will not sign for the detained individual. The Rear Detachment Commander or NCOIC will sign for the detained individual.

22. Barracks Larceny:

In the event of an apparent barracks larceny is reported, duty personnel will get all the pertinent information, i.e. who, what, where, when, and how. The SDNCO will notify the Rear Detachment Commander or NCOIC of the individual concerned. After receiving the approval from the Fires Brigade Rear Detachment Commander, Rear Detachment 1SG, 1-21 FA Commander, or 1-21 FA CSM, the SDO/SDNCO may call the MPs if necessary. Ensure all facts are logged.

23. Inspections by outside agencies or higher headquarters:

The SDO/SDNCO must verify the identity of those personnel by checking their Military ID cards and/or DIV/CORPS ID cards, to verify the identity of the inspector(s). A physical security inspection may be conducted by the Provost Marshal Office, phone: 287-2176. The SDO/SDNCO will escort all inspecting officers within the Fires Brigade area. When escorting an officer, the SDNCO will ensure attention is announced when entering all rooms or buildings.

25. Bomb Threats:

Read checklist in chapter 18 as soon as practicable after assuming duties. In case of a bomb threat, notify the 1-21 FA CSM, 1-21 FA XO, and the Fires Brigade Rear Detachment Commander.

27. Military Police Assistance:

Any time the MPs, civilian authorities, or any higher headquarters on post become involved with Fires Brigade personnel in an incident, the 1-21 FA CSM, 1-21 FA XO, and Fires Brigade Rear Detachment Commander must be notified. Only in emergencies, such as immediate threats to life, limb, or property, will the MPs be brought to the area without first consulting the above listed personnel. After duty hours any military police assistance that is required will be requested by the SDO/SDNCO. SDOs/SDNCOs are cautioned that every effort should be made to resolve problems before involving the military police. Except in emergency situations where time is critical, the SDO will contact the 1-21 FA CSM, 1-21 FA XO, and Fires Brigade Rear Detachment Commander before requesting MP assistance. At no time will the MP's be admitted to the Fires Brigade areas without the expressed permissions of the SDO, unless they are in a "hot pursuit" mode.

Common sense must prevail, if the situation warrants notification of the MPs, do not hesitate to contact them, however every effort should be made to notify the Chain of command prior to notification.

28. Leave Procedures:

- a. Regular Leave: When a soldier reports to sign out on leave the SDO/SDNCO will locate his/her leave form in the Leave Folder and sign the soldier out. Soldiers may sign out the day prior between 1200- 1500 hrs to prevent soldiers from driving during early morning hours which endangers themselves, their family member and others (See FACT sheet Chargeable Leave Days). SDO/SDNCO will note the soldier worked over half of the normal duty day in block 17 on DA 31, this will prevent the

soldiers from being charged leave for that day. E-6 and above may call in to the Staff Duty to sign in/out on leave. The SDO/SDNCO will give the soldier a copy of DA 31. When a soldier reports to sign in from leave the SDO/SDNCO will locate his/her DA31 form in the register and sign the soldier in by making the appropriate entries. All leaves will be logged in the journal.

- b. Emergency Leave: Emergency leaves will normally be initiated by a call from the D.O.C. When such a call is received, the SDO/SDNCO will copy all information accurately into the journal and will then immediately contact the 1-21 FA CSM for additional instructions. If the SDO/SDNCO receives a Red Cross message, the SDO/SDNCO will garner all appropriate information and notify the 1-21 FA XO if the Soldier is assigned to 1-21 FA. For all other Soldiers, notify the appropriate Rear Detachment Commander or NCOIC.

29. Serious Incidents:

- a. See the 4ID SIR SOP for incidents that qualify as Serious Incidents.
- b. If a serious incident occurs, the SDNCO will notify the following:
 - a. 1-21 FA CSM
 - b. 1-21 FA XO
 - c. Fires Brigade Rear Detachment 1SG
 - d. Fires Brigade Rear Detachment CDR
- c. Staff Duty personnel will obtain as many preliminary facts as possible before calling anyone. Staff Duty personnel will keep detailed entries in the duty log. Only Commanders or 1SGs will notify affected parties in the event of injury or death.
- d. Prior to submitting Serious Incident Reports to the DOC, the SDO/SDNCO must get the Fires Brigade Rear Detachment Commander's approval.

30. Extra Duty:

- a. Individuals placed on Extra duty as a result of UCMJ actions will perform Extra Duties IAW instructions issued by the 1-21 FA CSM. There is no time limit to Extra Duty but it will normally be performed for a minimum of two hours on weekdays (1800-2000 hrs or until mission assignment is completed) and for a minimum of seven hours on weekends/holidays (0900-1600 hrs or until mission assignment is completed).

- b. Personnel on Extra Duty will only be released by the SDO/SDNCO. If no specific task is assigned by the CSM the SDO/SDNCO will use the Extra Duty soldiers to conduct police call in the Brigade area. Extra Duty will be performed in Duty uniform or in PT uniform. Start and finish times will be entered in the Staff Duty log.

32. Blotter Reports:

The MPs will call the SDO/SDNCO if someone from Fires Brigade appears on the daily Blotter report. If the MP's reports a blotter, the SDO/SDNCO will record it in his duty log (DA Form 1594) and notify the Battalion Staff Duty. The blotter's information will be turned over to the 1-21 FA CSM or the 1-21 FA XO the morning of the first duty day following the incident.

34. Motor Pool:

The SDNCO will ensure the gates to the 1-21 FA and Brigade consolidated motor pool are locked NLT 1900 hours daily or after confirmation everyone has left for the day. Motor pools will be reopened NLT 0630 hours on duty days. During Motor Pool checks the SDO / SDNCO will check for security IAW the Motor Pool Checklist.

35. Sleep:

The SDO/SDNCO will not be allowed to sleep during the assigned tour of duty. The SDO/SDNCO will be off duty the following day.

36. Field Officer of the Day (FOD) visit:

The Field Officer of the Day is the CG's representative during non Duty hours. The FOD will check a BN during their tour for the following:

- Your knowledge on alert procedures (how you are supposed to respond to a message)
- Unit areas, and administrative functions
- Key control procedures
- Arms room key and vehicle security.

38. Arms Room Checks:

Checks must be done at irregular intervals not greater than eight hours apart or as directed by instructions. The SDO/SDNCO will annotate SF702 on Arms Room Doors.

41. Completion of Duty:

At the completion of duty, the SDO/SDNCO will consolidate forms and turn in to the 1-21 FA Operations Sergeant.